**HUNTER’S BAR JUNIOR SCHOOL**

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| **Name of Pupil** **Class****Siblings in this or other schools** **(name, dob, name of school)****Current address:** | **Name of Parents/Carers 1:(please ensure school have correct details for all parent/carers)****Parent/Carer 1 DoB:****Name of Parent/carer 2:****Parent/carer 2 DoB:** |
| **Dates of leave. From To**  |
| **Notifications for leave during term time should be authorised by the head teacher if the reason is considered to be an exceptional circumstance.****Reason for leave:****Do you consider there to be exceptional circumstances (please indicate)?****Yes** **(please attach additional information/evidence to support your circumstances)** **No****Where will you be staying during the leave period? Please provide the full address and Emergency Contact Details (UK and Abroad)****UK:** **Abroad:**  |
| * I confirm that the information on this form is true
* I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date
* I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school
* **I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.**
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| **Signed by parent/carer** | **Print name & relationship to child** | **Date** |
| **For school use only** | **Date request received / /**  |
| **Has the notification been considered by the Head teacher? Y/N****Has the notification been discussed with the parent/carer? Y/NDate: …………….****No of days Authorised ……… No of days Unauthorised ………….****Date of decision sent to parent/carer (only if leave is to be granted) :** |
|  **If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to Attendance Legal Team (Education & Skills) along with Pupil/student attendance register.** |
| **Name of school**Hunter’s Bar Junior School | **Head teacher’s signature** | **Date** |

**Notification of Term Time Leave (one form per family)**

F8

**Leave of Absence During Term Time**

In September 2013, the Department for Education (DfE) introduced significant changes to attendance regulations.

The most important of these was in relation to the removal of family holidays taken during term time. The amendments, to the previous (2006) Regulations, do not include family holidays, extended leave or the previous threshold of ten school days of absence as ‘exceptional’.

The Department for Education (DfE) now states that: *“… Head Teachers may not grant any leave of absence during term time unless the circumstances are exceptional …”*

**In line with these amendments made by the DfE, the normality is that requests for term time leave are very rarely exceptional and that consent will not generally be granted.**

The Government also introduced the imposition of Fixed Penalty Notices. Parents will be fined for taking their child on holiday during term time for 5 or more consecutive days without consent from the school (i.e. unauthorised absence). These fines are strictly imposed by the Local Authority.

Fines are issued individually to each parent/guardian per family (not per child) following a leave of absence:

* £60 per parent if paid within 21 days of issue
* £120 per parent if paid within 21-28 days of issue

Many thanks indeed for your continued support of regular attendance – I know that as parents, you are fully aware of its importance and of the positive impact it can have upon your child’s progress and future achievement.

**Please note that you will only hear back from the school regarding a decision if your leave request has been authorised**.